



## NEW VENDOR INFORMATION FORM

Georgia Law requires that all companies have an E-Verify User Identification Number (Company I.D.). All vendors must provide an E-Verify number at the time of requesting to be added to the Augusta, Georgia vendor data base.

- **If you currently do not have an E-Verify account:** Visit the following website [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify). Located on the right side of the Screen, you will find the “Enroll in E-Verify” tab. Follow the instructions to complete and receive your E-Verify number. For additional e-verify information please visit the **State of Georgia** website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf) or <https://e-verify.uscis.gov/enroll/>.

- **If you are enrolled:** Your E-Verify number has 5-6 digits that can be found on the top left side of the employer’s E-Verify Memorandum of Understanding (MOU). To access the MOU, you will be required to log into the E-Verify system. Go to the “Edit My Company” page and click on the tab at the bottom of the page entitled “MOU.” Your E-verify number will be in the top left-hand corner of the document.

**Please complete the form below. All fields must be completed before a new vendor can be added to our data base.**

**VENDOR NAME** \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **E-VERIFY #** \_\_\_\_\_

**FEDERAL TAX ID #** \_\_\_\_\_

**User Dept. Name:** \_\_\_\_\_ **Please return by fax to:** \_\_\_\_\_